NSF Survey of R&D Expenditures at Universities and Colleges

AUTOMATED SURVEY QUESTIONNAIRE

The Automated Survey Questionnaire (ASQ) system was developed to facilitate the collection of complete and consistent data for the annual NSF Survey of Research and Development (R&D) Expenditures at Universities and Colleges.

The enclosed diskette contains, along with the program, a complete set of survey instructions and all data from your institution's questionnaire for last year. This program will let you enter your institution's questionnaire data for the current survey year and will then check these data for completeness and consistency. With this program, you will be able to "preview" all the edit checks, which are performed by NSF as follow-up to your data submission.

The FY 1996 optional item has been incorporated into the ASQ system. Please take the time to complete this portion of the ASQ.

To use the program, you need an IBM PC or compatible microcomputer with at least one floppy disk drive, at least 384K of RAM, and DOS 3.0 or later. A printer is desirable, but not necessary. Before you start the program, make a copy of the ASQ diskette for backup purposes.

To start the program:

(1) Turn your system on in your usual manner and enter the DOS operating system.
(2) Insert the ASQ disk into drive A.
(3) Switch to drive A by typing a: and pressing the enter key; this should result in an
      A> prompt on your screen.
(4) Start the ASQ program by typing ASQ and pressing the enter key.
(5) Follow the directions on the program screen.

The ASQ program provides help at all points; to get help at any time, press the F1 key. The program lets the user make all choices by selecting from menus. Selections are made with the arrow keys and the enter keys. Help files will provide explanations for any choices that you are asked to make. Complete survey instructions are also accessible to you from the program.

The program will also let you print out a facsimile of your institution's questionnaire response, both for this year and for the previous year.

To use the program, you should compile all of the information that is requested on the survey form. The program will then let you enter these data, one questionnaire item at a time, in any order. Not all questionnaire items have to be completed at the same time. When data have been entered for any item, you will be asked whether or not you want to edit them. This automatic editing will check the questionnaire for any arithmetic errors or inconsistencies; such problems will be pointed out to

you and you then will have the opportunity to correct them. When all data have been entered and edited, you should select the trend checking option to compare the data against your institution's data for the previous year. Again, major increases or decreases in the data will be brought to your attention and you will have the opportunity to change data from either the current or previous year.

All data you provide are stored on the ASQ diskette, as they are entered. When you are done, you should return the diskette (or a copy) in the mailer addressed to:

Kevin Greenberg
Quantum Research Corporation
7315 Wisconsin Avenue, Suite 400W
Bethesda, MD 20814

If you use and return the ASQ diskette, it is *not necessary* to complete and return the paper questionnaire.

We welcome any comments and suggestions you might have, and we will try to incorporate them in the next version. If you have any questions, please telephone Kevin Greenberg at (301) 657-3077, ext. 180.

We hope that the Automated Survey Questionnaire system will simplify and speed up the process through which these important data are collected and edited.